

WebGrants Registration Instructions

Go to the website <https://funding.mt.gov/> to register yourself and your organization in WebGrants. Click "Register Here".

The screenshot shows the Montana Grants and Loans website. At the top is the logo with a mountain and sun. Below the logo is a navigation bar with a "Log In" link. The main content area is divided into two columns. The left column is titled "Login" and contains fields for "User ID:" and "Password:", a "Login" button, a "Forgot Password?" link, and a section for "New to WebGrants - State of Montana?" with a "Register Here" link circled in red. Below this is a link for "Funding Opportunities Offered by Montana State Agencies" and a "Search Here" link. The right column is titled "Announcements" and contains information about the "HB 473/BaRSAA Funding Opportunity Open" with a deadline of November 1, 2018. It also mentions a "Funding Opportunity: 66855 - 2018 HB473/BaRSAA" and provides details about local governments requesting distribution of fuel tax allocation. At the bottom, there is a red text announcement about the "Montana Fish, Wildlife & Parks Shooting Range Grant program" accepting applications for FY19.

Complete the required information on the registration form. Fields with a red astrisk indicate that the field is required. Click on "Register" at the top or bottom of the form when complete to submit your registration.

The screenshot shows the WebGrants registration form. The form is divided into two main sections: "Personal Information" and "Organization Information". The "Personal Information" section includes fields for "Name:" (with a dropdown for "Salutation" and input for "First Name", "Middle Name", and "Last Name"), "Email:", "Confirm Email:", "Alternate Email:", "Address:", "City:", "State/Province:" (with a dropdown set to "Montana"), "Postal Code/Zip:", "Phone:" (with fields for "Phone" and "Ext." and a red asterisk indicating it is required), "Alternate Phone:", and "Fax:". The "Organization Information" section includes fields for "Name:", "Organization Type:", "Organization Website:", "Address:", "City:", "State/Province:" (with a dropdown set to "Montana"), "Postal Code/Zip:", "Phone:" (with fields for "Phone" and "Ext." and a red asterisk indicating it is required), "Alternate Phone:", "Fax:", "Email address:", and "Alternate Email:". A red circle highlights the "Register" button at the top right of the form. Another red circle highlights the "What Agency's Grant Programs are you most interested in?" dropdown menu. A red box with the text "Do not enter dashes in the phone & fax numbers." is positioned next to the phone and fax fields. A red asterisk is also visible next to the "Phone:" field label.

Please allow a few days for your registration to be approved. A user ID and password will be sent from WebGrants to your email address. Please contact Greta Dige at 444-7882 or Carol Bearden at 444-7880 if you have any questions.